



## **By Individual (Control Number)**



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# By Individual

**Scheduling > Maintenance > Control Number > By Individual**

The tab allows you to assign or change the next year control number for one or more students.


## Assign or change next year control numbers:

| Field           |   |
|-----------------|---|
| <b>Instr ID</b> | Click  to to <a href="#">select the instructor's ID (i.e., control number)</a> . This is the control number to which all selected students will be changed.<br><br>The instructor's name is displayed. |
| <b>Stu ID</b>   | Click  to to <a href="#">select the student</a> whose control number you want to change.   |

Click +Add to select another student. A blank row is displayed in the grid.

Click **Save**. The new control number is assigned to the selected students and is displayed in the **NY Cntrl #** field.

## Other functions and features:

|   |  |
|---|--|
|  | Remove the student from the page. Saved records are not deleted. |
| <b>Clear</b>  | Clear all students from the page. Saved records are not deleted. |



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